

**RE-ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL ENGINEERING SERVICES**  
**FOR**  
**ENO RIVER OUTFALL AND LIFT STATION ANALYSIS AND UPGRADE**  
**ENGINEERING AND CONSULTING SERVICES CONTRACT**



**DEPARTMENT OF WATER MANAGEMENT**

**CITY OF DURHAM**  
**NORTH CAROLINA**

**APRIL 2016**

# **RE-ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS**

## **Professional Engineering Services For**

### **Eno River Outfall and Lift Station Analysis and Upgrade Engineering and Consulting Services Contract April 2016**

#### **I. INTRODUCTION**

Through this re-advertisement of Request for Qualifications (RFQ), the City of Durham Department of Water Management is soliciting a Statement of Qualifications (SOQs) from firms to provide professional engineering and consulting services for the analysis, design and construction of upgrades to the Eno River sanitary sewer outfall and lift station. The primary differences between the advertisement in January 2016 and this advertisement are related to the City's new Equal Business Opportunity Program (EBOP) ordinance, in effect as of April 1, 2016, and the adjusted date of desired Notice To Proceed for Construction. Submitters shall assume NTP to be issued late September, 2017.

The City of Durham, North Carolina Department of Water Management (Department) provides sanitary sewer service to the entire Eno River sewershed in Durham County as well as limited portions of Orange County. This sewershed drains to an outfall which follows a portion of the Eno River and its tributary streams (see Attachment A: Proposed Project Area). Preliminary hydraulic modeling of this sewershed combined with field observations during wet weather events, indicate the outfall is currently nearing its capacity and must be upgraded to accommodate growth in the basin. Upgrades to the Eno River Lift Station are also needed to accommodate additional flow.

The length of the outfall is approximately 16,000 lf, starting near the intersection of Guess Rd. and Horton Rd and terminating at the Eno River LS site. Several intersecting outfalls will also be included in the analysis. New upgraded pipe diameters range from 15 inches to 48 inches.

The existing Eno River Lift Station has a total of four pumps: two rated at 4,200 gpm and two rated at 11,000 gpm. Upgrades will be necessary to convey a peak hourly flow of approximately 40 mgd. These upgrades may include pumps, bar screens, associated electrical equipment, ventilation systems and other appurtenances.

Engineering efforts for this contract will include Preliminary Engineering Report (PER) for the gravity outfall and Lift Station upgrades. Amendments to the Contract will include Design/Permitting and Bid/Award/Construction Services. The consultant should assume:

- Survey – Includes gravity sewer alignment and lift station site. These services may also include easement map research, mapping and recordation.
- Design – Gather and analyze data and design of lift station and outfall upgrades.

- Permitting – Assistance in acquisition of all applicable local, state and federal permits.

The tasks below are included in the project but will be amended to the contract at a later date. UBE subconsultants proposed for the tasks below will not count toward the goals established for this project:

- Bid/Award – Bid administration of all required contracts.
- Construction Observation – Full time construction observation of all required contracts.
- Construction Administration – Administration of all required contracts as needed.

The City anticipates at the conclusion of the RFQ process a contract will be generated between the City and the Engineer under which the Engineer shall provide the services to complete the project.

## **II. REQUEST FOR QUALIFICATIONS SUBMITTAL PROCEDURES**

### **A. Contact Persons for Questions**

All questions related to this RFQ and request to visit Eno LS site are to be submitted to the following contact person(s). The City will not participate in visit to any of the outfall areas. In order to assure consistent information is disseminated to all proposers, questions related to this RFQ are to be asked to other members of City staff only with the knowledge and consent of the contact person(s) named below. Questions related to the new EBOP should be directed to Angela Henderson in the EOEA Department, 919-560-4180, x 17244, [angela.henderson@durhamnc.gov](mailto:angela.henderson@durhamnc.gov).

Jim Harding, PE  
Department of Water Management  
1600 Mist Lake Drive  
Durham, North Carolina 27704

919-560-4381 ext. 35260  
919-560-4479(Fax)  
[jim.harding@durhamnc.gov](mailto:jim.harding@durhamnc.gov)

### **B. RFQ Schedule**

The following timeline contains the tentative dates of major milestones related to this RFQ and the subsequent process for City Council approval.

Pre-submittal Conference	None scheduled for re-advertisement
SOQ Due Date/Time	Tuesday, April 26, 2016 by 4:00 pm
SOQ Evaluation	May 2016

If, based on the SOQs submitted, the City decides to conduct presentations, then the short-listed firms will be notified and dates established for presentations.

### **C. Number of Submittals and Cover Letter**

Proposer should submit four signed paper copies and one signed PDF on CD copy of their

SOQ. The SOQ should contain a cover letter, signed by a principal in the firm, indicating title and should contain the following statement:

*The undersigned has the authority to submit this SOQ on behalf of \_\_\_\_\_ in response to the Request for Qualifications, dated April 2016 of the City of Durham, and if applicable, and addenda numbers \_\_\_\_\_. This SOQ is not an offer, and the Proposer retains the right to refuse to enter into a contract with the City for this project.*

#### **D. Deadline for Submittals**

Submittal should be received on or before **the date and time mentioned in Section IIB**, at the following address:

City of Durham  
Department of Water Management  
Utility Engineering Division  
1600 Mist Lake Drive  
Durham, North Carolina 27704  
Attention: Jim Harding, P.E.

All packages containing proposals should be labeled “Eno River Outfall and Lift Station Analysis and Upgrade, Engineering and Consulting Services Contract”.

#### **E. Discretion of the City**

The City of Durham reserves the right to reject any or all SOQ’s.

NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any SOQ, whether or not something is stated to be mandatory and whether or not it is said that a SOQ will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit SOQ. All deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

#### **F. Prohibited Contact**

Proposer and proposer staff members are prohibited from contacting any member of the City of Durham’s staff regarding this proposal. All questions or requests for clarification of the project scope shall be submitted in writing to the contact person listed above. All questions regarding EO/EA matters shall be submitted to the EO/EA department directly at the address and contact provided in the EO/EA documentation.

### III. STATEMENT OF QUALIFICATIONS

The submitted proposal should be a maximum of 20 pages in length, 12 point font (excluding cover, title sheets, dividers, etc.) The proposal shall provide the following information and be in the format listed below.

**A. Project Approach.**

The Proposer shall present the means and methods they propose to use to gather information, evaluate, design, and make recommendations for the completion of this project. Approach must include an anticipated project schedule and include methods to expedite the project's timeline.

**B. Project Team.**

List and state the qualifications of the individuals who will have responsibility for this project, including sub-consultants. Key persons having primary responsibility for this project should be designated, including their office locations. Include a Project Organization Chart. Provide a brief summary of current and future workload for the proposing Team members.

**C. Experience and References.**

This shall include the Team's project experience for similar projects in the past six (6) years. The Projects shall include key elements of the project, contact information, and indicate members of the Proposed Team, and their roles, that worked on the Project.

**D. Equal Business Opportunity Program (EBOP).**

The completed Professional Services forms as specified in the EBOP portions of this RFQ. These forms are not included in the 20 page maximum.

**E. Non-collusion.**

This RFQ constitutes an invitation to bid or propose. Include and sign the following with your submittal:

I, \_\_\_\_\_ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this bid, proposals or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards.

Signature: \_\_\_\_\_

#### **IV. EVALUATION CRITERIA**

Selection of the Engineer will be based on the following:

- General approach to carrying out the scope of work;
- Familiarity with the rules and regulations of various agencies involved in the project;
- Strength of team in technical aspects of regional lift stations, upgrade, outfall design and construction administration;
- Qualifications of the proposed project team, which includes education, background, credentials, work experience, specialized experience and technical competence of all key team personnel with similar projects;
- Past experience with and record of performance on similar projects, including control of costs, quality of work and ability to meet expedited schedules;
- Creativity and flexibility of designing and proposing team's previous work examples and current approach;
- Level of UBE participation with good faith effort;
- Availability to perform work;
- Best interest of the City

The Evaluation Criteria are intended to be used to make a recommendation to the City Council who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. Further, the City reserves the right to vary from this procedure as it determines to be in the City's best interest.

#### **V. LICENSURE**

The City may reject proposals from persons, firms, or corporations that lack a privilege license for proposed services. The City may reject proposals from any person, firm, or corporation that does not comply with State required licensure for Engineering, Architecture, Land Surveying or other relevant disciplines.

#### **VI. EQUAL BUSINESS OPPORTUNITY PROGRAM**

It is the policy of the City to provide equal opportunities for City contracting for underutilized firms owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

The goals are 8% M/UBE and 6% W/UBE. In accordance with the Ordinance, all contractors are required to provide information requested in the Professional Services

Forms package. It is the intention of the City that proposals that do not contain the appropriate, completed Professional Services Forms may be deemed non-responsive and ineligible for consideration and that the Participation Documentation and the Employee Breakdown documents are required of all contractors. In lieu of the Employee Breakdown, contractors may submit a copy of the current EEO-1 form (corporate basis). The Letter of Intent to Perform as a Sub-consultant/Subcontractor must be completed for UBEs proposed to perform on a contract. This form must be submitted with the proposal. The "UBE Goals Not Met/Documentation of Good Faith Efforts" form must be submitted if the goals are not met. The "Post Proposal Submission Deviation" form is not applicable at this time.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about Professional Services Forms should be referred to Deborah Giles or other department staff at (919) 560- 4180.

## **VII. EEO PROVISIONS**

During the performance of this Contract the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.
- b. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- c. The Contractor shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.
- d. In the event of the Contractor's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Contractor ineligible for further City contracts.
- e. Unless exempted by the City Council of the City of Durham, the Contractor shall include these EEO provisions in every purchase order for goods to be used in

performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

#### **VIII. NONDISCRIMINATION PROVISION**

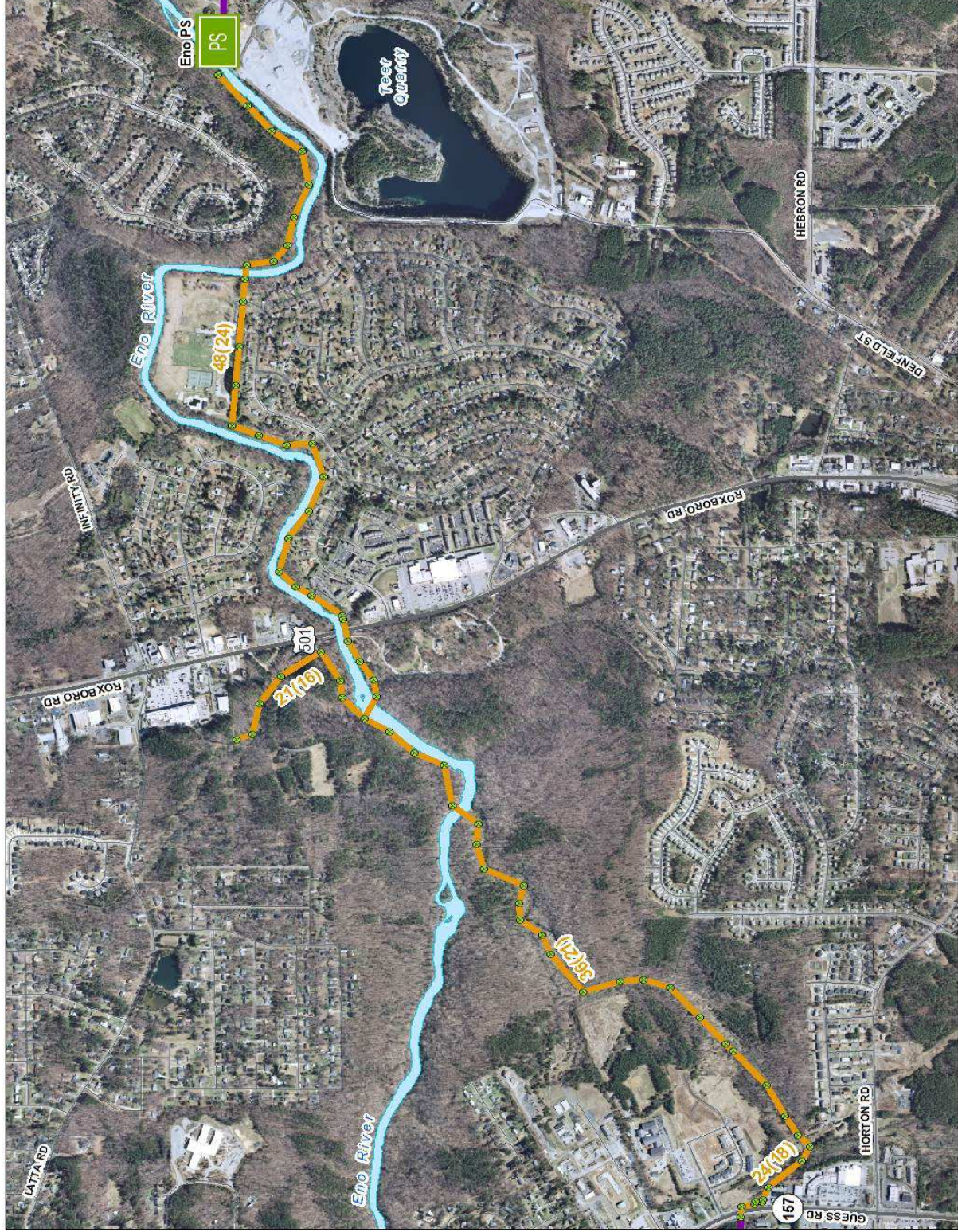
The City of Durham opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts. Rev. 11



# Attachment A Proposed Project Area

## Legend

- Upsized Gravity Sewer
- Proposed Diameter  
**48(24)**
- Manhole







# **CITY OF DURHAM EQUAL BUSINESS OPPORTUNITY PROGRAM**

## **PROFESSIONAL SERVICES FORMS**

**Revised 03/2016**



**Phone: 919-560-4180**  
**Facsimile: 919-560-4513**

**Street Address:**

**101 City Hall Plaza (Annex)  
Durham, North Carolina 27701**

The Department of Equal Opportunity/Equity Assurance  
*Good Things Are Happening In Durham*

## CITY OF DURHAM EQUAL BUSINESS OPPORTUNITY PROGRAM

### **Policy Statement**

It is the policy of the City to provide equal opportunities for City contracting to underutilized businesses owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct the present effects of past discrimination and to resolve complaints of discrimination.

### **Goals**

To increase the dollar value of all City contracts for goods and services awarded to minority and women business enterprises, it is a desire of the City that the contractor will voluntarily undertake efforts to increase the participation of minority and women individuals at higher skill and responsibility levels within non-minority firms engaged in contracting and subcontracting with the City.

The Equal Opportunity/Equity Assurance Director shall determine participation goals based upon the availability of minority and women business enterprises (MWBES) within the defined scope of contracting, and the goals established for the contracting category.

## **Equal Business Opportunity Program UBE Participation Documentation**

**If applicable information is not submitted with your proposal, your proposal may be deemed non-responsive.**

**UBE Participation Documentation** must be used to document participation of an underutilized business enterprise (UBE) on Professional Services projects. All UBEs must be certified by the State of North Carolina as a historically underutilized business, the North Carolina Department of Transportation as a minority-owned or women-owned business or the U.S. Small Business Administration's 8(a) Business Development Program prior to the submission date. If a business listed has not been certified, the amount of participation will be reduced from the total utilization.

**Employee Breakdown** must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

**Letter of Intent to Perform as a Sub-consultant/Subcontractor** must be completed for UBEs proposed to perform on a contract. This form must be submitted with the proposal.

### **Post Proposal Submission UBE Deviation**

Post proposal submission UBE deviation participation documentation must be used to report any deviation from UBE participation either prior to or subsequent to startup of the project. The Equal Opportunity/Equity Assurance Department must be notified if the proposed sub-consultant/subcontractor is unable to perform and for what reasons. Substitutions of sub-consultants/subcontractor, both prior to and after awarding of a contract, are subject to City approval.

### **UBE Goals Not Met/Documentation of Good Faith Efforts**

It is the responsibility of consultants/contractors to make good faith efforts. Good Faith Efforts means the sum total of efforts by a particular business to provide equitable participation of minority-owned and women-owned individuals or businesses as sub-consultants/subcontractors.

Whenever contract alternatives, amendments or extra work orders are made individually or in the aggregate, which increase the total value of the original contract, the consultant must make a good faith effort to increase UBE participation such that the amounts subcontracted are consistent with the established goals.

# **SELECTION OF CONSULTANTS/CONTRACTORS FOR ARCHITECTURAL/ENGINEERING AND OTHER PROFESSIONAL SERVICES**

## **Goal**

The purpose is to provide underutilized business enterprises owned by minorities and women with equal opportunities for participation on City of Durham contracts.

## **Definition of the Scope of the Selection Policy**

The Equal Opportunity/Equity Assurance Director shall determine UBE participation goals for each contracting category to be awarded by the City. Goals for each project or contract will be based upon the availability of underutilized business enterprises(UBE's) within the defined scope of work, delineated into percentages of the total value of the work.

The City of Durham will consider a formal certification of the State of North Carolina's Historically Underutilized Businesses (HUB) Office, North Carolina Department of Transportation (N.C. DOT) minority and women businesses and the United States Small Business Administration (U.S. SBA) 8(a) Development Program as meeting the requirements of the Equal Business Opportunity Program, provided there is evidence that the firm is currently certified by one of the stated entities.

## **Underutilized Business Proposal Requirements**

The prime consultant/contractor shall submit a proposal in accordance with the City of Durham's request for Proposal. In addition, the prime consultant/contractor must submit all required Professional Services Forms.

## **Selection Committee for Professional Services**

A selection committee shall be established and may be composed of the following: City Manager or a designated representative of this office; Director of Finance or a designated representative of this office; department head responsible for the project; City Engineer if engineering services are involved; the Equal Opportunity/Equity Assurance Director or designee and Purchasing Manager or designee. Other representatives shall be called upon as needed based on their areas of expertise.

The committee shall screen the proposals based on the following criteria:

1. Firms; interest in the project;
2. Current work in progress by firm;
3. Past experience with similar projects;
4. General proposal for carrying out the required work;
5. Designation of key personnel who will handle the project, with resume for each;
6. Proposed associate consultants/contractors, UBE subconsultants;
7. Indication of capability for handling project;
8. Familiarity with the project;
9. Fees that have been charged for recent comparable projects;
10. References;
11. UBE Participation; and
12. Documentation of Good Faith efforts should UBE participation requirements not be met.

After ranking the firms presenting proposals based on the above criteria, interviews will be conducted by the selection committee with the top ranked firms (3-5). The contracting department will make the final recommendation, prepare contracts for review by the City Attorney, and prepare the recommendation for the City Council including the following:

1. Description and scope of the project;
2. Recommended firm;
3. Contract cost;
4. Time limits;
5. Basis for selection;
6. Source for funding;
7. Equal Business Opportunity Ordinance compliance; and
8. Recommendation that the contract be approved by the City Council.

### **Contract Award**

A provision must be written in each contract with an architect or engineer requiring them to work with Equal Opportunity/Equity Assurance Department in creating and identifying separate work.

### **Project Evaluation**

An evaluation shall be made of each contract after its completion to be used in consideration of future professional services contracts. The evaluation shall cover appropriate items from the check list for ranking applicants. A copy of the evaluation shall be given to the consultant, and any comment he/she cares to make shall be included in the files.

**PARTICITION DOCUMENTATION**  
**(TO BE COMPLETED BY PRIME CONSULTANT/CONTRACTOR ONLY)**

Names of all firms Project (including prime and subconsultants/sub- contractors)		Location	UBE Firm Yes/No	Nature of Participation	% of Project Work
			Yes ( ) No ( )		
			Yes ( ) No ( )		
			Yes ( ) No ( )		
			Yes ( ) No ( )		
			Yes ( ) No ( )		
			Yes ( ) No ( )		
			Yes ( ) No ( )		

TOTAL \_\_\_\_\_

\_\_\_\_\_  
Name - Authorized Officer of Prime Consultant/Contractor Firm (Print/Type)

\_\_\_\_\_  
Signature - Authorized Officer of Prime Consultant/Contractor Firm

\_\_\_\_\_  
Date





## Letter of Intent to Perform as a Sub-Consultant

The undersigned intends to perform work in connection with the above project as a UBE:

Minority(African American, American Indian, Asian or Hispanic)      Woman

The UBE status of the undersigned is certified if identified as HUB certified by the N.C Department of Administration HUB Office, minority or women certified by the N.C. Department of Transportation and 8(a) certified by the U.S. Small Business Administration.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

<u>ITEMS</u>	<u>PROJECTED COMMENCEMENT DATE</u>	<u>PROJECTED COMPLETION DATE</u>

The consultant will subcontract \_\_\_\_\_ % of the dollar value of this contract to UBE sub-consultant.

The undersigned will enter into a formal agreement in the amount of \$ \_\_\_\_\_ for the above work with you, conditioned upon your execution of a contract with the City of Durham.

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

## REQUEST TO CHANGE UBE PARTICIPATION

Project: \_\_\_\_\_

Name of bidder or consultant: \_\_\_\_\_

Name and title of representative of bidder or consultant: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Total amount of original contract, before any change orders or amendments: \_\_\_\_\_

Total amount of the contract, including all approved change orders and amendments to date, but not counting the changes proposed in this form: \_\_\_\_\_

Dollar amount of changes proposed in this form: \_\_\_\_\_

The proposed change (*check one*) ☐ **increases** ☐ **decreases** the dollar amount of the bidder's/consultant's contract with the City.

Does the proposed change decrease the UBE participation? (*check one*) ☐ **yes** ☐ **no**

If the answer is **yes**, complete the following:

**BOX A.** For the subcontract proposed to be changed (increased, reduced, or eliminated): Name of sub-consultant \_\_\_\_\_

Goods and services to be provided before the proposed change: \_\_\_\_\_  
\_\_\_\_\_

***Is it proposed to eliminate this subcontract?*** ☐ **yes** ☐ **no**

If the subcontract is to be increased or reduced, describe the nature of the change (*such as adding \$5,000 in environmental work and deleting \$7,000 in architectural*): \_\_\_\_\_  
\_\_\_\_\_

Dollar amount of this subcontract before this proposed change: \_\_\_\_\_

Dollar amount of this subcontract after this proposed change: \_\_\_\_\_

This subcontractor is (check one):

- ☐ 1. Minority-owned UBE
- ☐ 2. Women-Owned UBE
- ☐ 3. Not a UBE

**BOX B. Proposed subcontracts other than the subcontract described in Box A above (continued)**

Name of sub-consultant for the new work: \_\_\_\_\_

Goods and Services to be provided by this proposed subcontract: \_\_\_\_\_

Dollar amount proposed of this proposed subcontract: This sub-consultant is:

- ☐ 1. Minority-owned UBE
- ☐ 2. Women-Owned UBE
- ☐ 3. Not a UBE

Add additional sheets as necessary.

**UBE GOALS NOT HAVING BEEN MET. The following information must be presented by the consultant concerning good faith efforts taken.**

It is the responsibility of consultants to make good faith efforts. Any act or omission by the City shall not relieve them of this responsibility. For future efforts, it shall be comprised of such efforts which are proposed to allow equitable participation of socially and economically disadvantaged employees and sub- consultants/subcontractors. The City Manager shall apply the following criteria, with due consideration of the quality, quantity, intensity and timeliness of efforts of consultants/contractors, in determining good faith efforts to engage UBEs along with other criteria that the City Manager deems proper:

Name of Bidder: \_\_\_\_\_

*If you find it helpful, feel free to attach pages to explain your answers. **How many pages is your firm attaching to this questionnaire?** \_\_\_\_\_  
(questionnaire.)*

*(Don't count the 2 pages of this*

***If a yes or no answer is not appropriate, please explain the facts. All of the answers to these questions relate only to the time before your firm submitted its bid or proposal to the City. In other words, actions that your firm took after it submitted the bid or proposal to the City cannot be mentioned or used in any answers.***

**1. SOLICITING UBEs.**

- (a)** Did your firm solicit, through all reasonable and available means, the interest of all UBEs ~~in the list provided by the City~~ in the scope of work of the contract? ☐ **yes** ☐ **no**

In such soliciting, did your firm advertise? ☐ **yes** ☐ **no** Are you attaching copies to this questionnaire, indicating the dates and names of newspaper or other publication for each ad if that information is not already on the ads? ☐ **yes** ☐ **no**

- (b)** In such soliciting, did your firm send written (including electronic) notices or letters? Are you attaching one or more sample notices or letters? ☐ **yes** ☐ **no**

- (c)** Did your firm attend the pre-bid conference? ☐ **yes** ☐ **no**

- (d)** Did your firm provide interested UBEs with timely, adequate information about the plans, specifications, and requirements of the contract? ☐ **yes** ☐ **no**

- (e)** Did your firm follow up with UBEs that showed interest? ☐ **yes** ☐ **no**

- (f)** With reference to the UBEs that your firm notified of the type of work to be subcontracted , did your firm tell them:

**(i)** the specific work your firm was considering for subcontracting? ☐ **yes** ☐ **no**

**(ii)** that their interest in the contract is being solicited? ☐ **yes** ☐ **no**

**(iii)** how to obtain and inspect the applicable plans and specifications and descriptions of items to be purchased? ☐ **yes** ☐ **no**

## 2. BREAKING DOWN THE WORK.

(a) Did your firm select portions of the work to be performed by UBEs in order to increase the likelihood that the goals would be reached? ☐ **yes** ☐ **no**

(b) If **yes**, please describe the portions selected. **ANSWER:**

3. **NEGOTIATION.** In your answers to 3, you may omit information regarding UBEs for which you are providing a Letter of Intent.

(a) What are the names, addresses, and telephone numbers of UBEs that you contacted?  
**ANSWER:**

(b) Describe the information that you provided to the UBEs regarding the plans and specifications for the work selected for potential subcontracting. **ANSWER:**

(c) Why could your firm not reach agreements with the UBEs that your firm made contact with? Be specific. **ANSWER:**

## 4. ASSISTANCE TO UBEs ON BONDING, CREDIT, AND INSURANCE.

(a) Did your firm or the City require any subcontractors to have bonds, lines of credit, or insurance?  
☐ **yes** ☐ **no** (Note: In most projects, the City has no such requirement for *subcontractors*.)

(b) If the answer to (a) is **yes**, did your firm make efforts to assist UBEs to obtain bonds, lines of credit, or insurance? ☐ **yes** ☐ **no** If **yes**, describe your firm's efforts. **ANSWER:**

(c) Did your firm provide alternatives to bonding or insurance for potential subcontractors?  
☐ **yes** ☐ **no** If **yes**, describe. **ANSWER:**

5. **GOODS AND SERVICES.** What efforts did your firm make to help interested UBEs to obtain goods or services relevant to the proposed subcontracting work? **ANSWER:**

## 6. USING OTHER SERVICES.

(a) Did your firm use the services of the City to help solicit UBEs for the work? ☐ **yes** ☐ **no**  
Please explain. **ANSWER:**

(b) Did your firm use the services of available minority/women community organizations, minority and women contractors' groups, government-sponsored minority/women business assistance agencies, and other appropriate organizations to help solicit UBEs for the work? ☐ **yes** ☐ **no**  
Please explain. **ANSWER:**

<b>Company Name</b>	<b>Contact Name</b>	<b>Address</b>	<b>Address2</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone</b>	<b>Email</b>	<b>Female</b>	<b>Ethnic Group</b>
A1 Consulting Group, Inc.	Goel, Vinnie	117 International Drive		Morrisville, NC	27560	(919)469-4800	vgoel@a1cons.com	W	AA
Accelerate Engineering, PLLC	Teng, Zhaolong	140 Preston Executive Drive	Suite 100 D	Cary, NC	27513	919-263-5678	Gavin.Teng@AccelerateEng.com		AA
Adept Engineering Solutions, LLC	Plating, Marcus	PO Box 14221		Research Triangle Park, NC	27709	919-302-7131	marcus_plating@adeptengr.com		B
Alliance of Professionals & Consultants,	Roberts, Roy	8200 Brownleigh Drive		Raleigh, NC	27617-7411	(919)510-9696	stateofnc@apc-services.com		AI
BBFoster Consulting, PC	Foster, Ph.D., PE, Bellandra	2618-A Battleground Avenue	#246	Greensboro, NC, NC	27408	(336)355-7897	bbf@bbfosterconsulting.com	W	B
BRE Engineers, PLLC	Wolff, Robert	304 Baytree Lane		Raleigh, NC	27615	919-618-0771	rwolff@bre-engineers.com		
BREE Associates, Inc.	Lancaster, Robert	3434 Edwards Mill Road	Suite 112-344	Raleigh, NC	27612-4276	(919)469-3330	bree@breeassociates.com		B
CH Engineering, PLLC	Chambliss, Maha	3220 Glen Royal Rd		Raleigh, NC	27617	(919)788-0224	mchambliss@ch-engr.com	W	
Chester Engineers (North Carolina), Inc.	Brown, Melani	717 Green Valley Road	Suite 200	Greensboro, NC	27408	336-544-4820	mbrown@chesterengineers.com		B
Cooper and Associates Surveyors, P.A.	Jewell, Colleen	P.O. Box 640		Morrisville, NC	27560	(919)469-1760	surveys@coopersurveyors.com	W	
CriTek Engineering Group, P.C.	Crite, Dawayne	1 Centerview Drive	Suite 307	Greensboro, NC	27407	336-348-1889	info@critekgroup.com		B

Dramby Environmental Consulting, INC	Dramby, Juanita	8801 Fast Park Drive Suite 301		Raleigh, NC	27617	757-894-1673	sdramby@drambyenv.com	W	
Ecological Engineering	Fleming, Jenny	1151 SE Cary Parkway	Suite 101	Cary, NC	27518	(919)557-0929	jffleming@ecologicaleng.com	W	
Froehling & Robertson, Inc.	Schaefer, Daniel	310 Hubert Street		Raleigh, NC	27603	919-828-3441	jclingenpeel@fandr.com		AI
JC Waller & Associates, PC	Waller, Juhann	7-L Dundas Circle		Greensboro, NC	27407	336-697-2637	jwaller@jcwaller.com		B
John Davenport Engineering, Incorporated	Buchanan, Robin	305 W 4th Street	Suite 2A	Winston-Salem, NC	27101	(336)744-1636	rbuchanan@davenportworld.com		B
Judith K. Weseman, P.E., PLLC	Weseman, Judith	104 Cedar St.		Chapel Hill, NC	27514	(919)280-7684	judyweseman1@gmail.com	W	
Kennerly Engineering & Design, Inc.	Kennerly, Nikole	193 Greenbriar Lane		Lexington, NC	27295	336-775-2118	nikole.kennerly@kennerlyengineering.com	W	
Kramer Engineering Services, PLLC	Kramer, Donna	100 S. Kramer St		Chapel Hill, NC	27516	919-933-3350	donnadkramer@gmail.com	W	
MA Engineering Consultants, Inc.	Maniktala, Arvin	598 East Chatham Street	Suite 137	Cary, NC	27511	(919)297-0220	maec@maec.com		AA
Morton & Morton Design Services, PLLC	Morton, Jeanell	4700 Homewood Ct. Suite 200		Raleigh, NC	27609	(919)882-6066	jdmorton@nc.rr.com	W	
Mulkey Engineers & Consultants	Heath, Jill	6750 Tryon Road		Cary, NC	27518	(919)836-4800	cstarr@mulkeyinc.com	W	
Principal Engineering, PLLC	Austin, Vardry	P.O. Box 27586		Raleigh, NC	27611	(919)946-7584	vaustin@principalengineeringpllc.com		B
Raymond Engineering-Georgia, PLLC	Ramos, Raymond	316 W. Millbrook Road	Suite 201	Raleigh, NC	27609	919-872-7866	david.willers@raymondllc.com		HA

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